



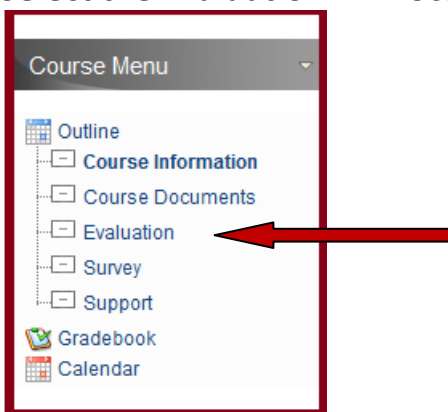
How to Complete an Evaluation/Exam

Step 1

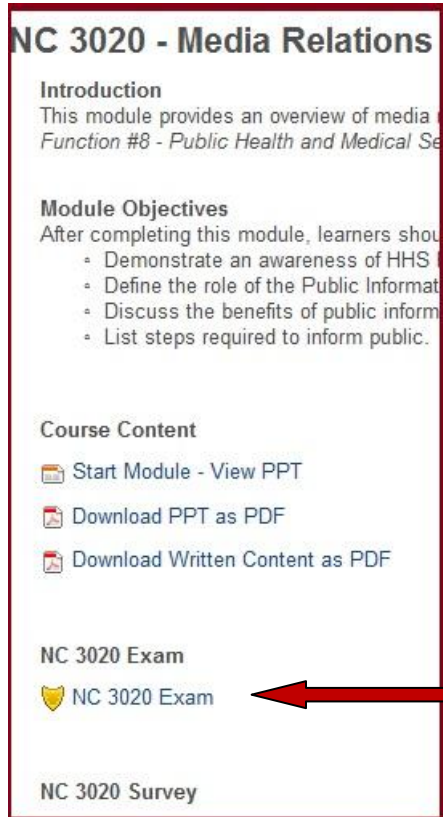
Log into: <http://www.Respondere-Learn.com> and go to the course's homepage.


Step 2

Select the Evaluation link located within the Course Menu section.



NOTE: Some course Exams/Evaluations are contained directly within the course.



Step 3	Click on the Module Evaluation link in the content area.
Step 4	Click the Attempt Quiz Now button.
Step 5	The Module Page and the first evaluation question appear.
Step 6	Select the radio button next to the correct answer.
Step 7	Click Next to answer the next question.
Step 8	Once you have completed all questions, click the Submit all and finish button.
Step 9	Click the Ok button to confirm your answers or click cancel to review.
Step 10	The Module Evaluation Review page appears, which allows you to review all your answers and grade.
Step 11	Once you are finished reviewing, click the Finish review button.
Step 12	Then return to the homepage, by clicking on the course name located within the breadcrumb area, underneath the blue menu bar.
	 <p>The screenshot shows the Responder e-Learn 2.0 interface. At the top, there is a header with the logo and text 'Responder e-Learn 2.0' and 'US Department of Health & Human Services'. Below this is a blue navigation bar with links: Home, My Courses, My Communities, My Records, Search, Help, and Get Technical Support. Below the navigation bar is a breadcrumb area that reads 'respondere-learn > Module-151'. A red arrow points to the 'Module-151' link, which is labeled 'Breadcrumb area' in red text.</p>
Step 13	Select the Gradebook link within the Course Menu section to confirm that your grade has been recorded.
Step 14	To return to the homepage repeat Step 12 above.